

CANON

FAX – L295

SIMPLIFIED

GUIDE

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TO REGISTER SENDER IDENTIFICATION

I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Press **Function**
2. Press **Data Registration**
3. Press **OK** to display “USER SETTINGS”
4. Press **OK** again to display “DATE & TIME”
5. Press **▼** to display “UNIT TELEPHONE #”
6. Press **OK**
7. Enter your fax number
8. Press **OK** to display “UNIT NAME”
9. Press **OK** again
10. Enter your company or personal name

Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS


<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **►** to enter next alphabet

Press **C** to delete the entire number/name



Press **Function**, then press **Space** to enter a space

Press ***** to enter a digit or press **#** to enter a symbol


11. Press **OK**
12. To end, press **Stop** 

II SENDING A DOCUMENT


A. MANUAL SENDING

1. Place documents face down on the Feeder
2. Press **Hook** 
3. Enter fax number
4. Press **Start/Copy** 




B. MEMORY SENDING

1. Place documents face down on the Feeder
2. Enter fax number
3. Press **Start/Copy** 
4. Take note of “TX / RX ” number



C. ONE-TOUCH / CODED DIAL SENDING

1. Place documents face down on the Feeder
2. Press the appropriate one-touch key OR
Press **Coded Dial**  and a two-digit code
3. Take note of “TX / RX ” number

D. USING DIRECTORY DIALING

1. Place documents face down on the Feeder
2. Press  for directory dialing
3. Press a numeric key which contains the 1st letter of the desired name
4. Press **OK**
5. Press  to scroll to the desired destination
6. Press **Start/Copy**  twice

TO STOP SENDING

- A. During a **Manual TX** sending, press **Stop** 
- B./C./D. During a **Memory Sending**, press **Stop**  then * to confirm

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (01-KEY TO 15-KEY)

1. Press **Function**
2. Press **Data Registration**
3. Press ▼ to display “**TEL REGISTRATION**”
4. Press **OK** twice
5. Press ▼ (if necessary) until an empty space appears
6. Press **OK** twice
7. Enter fax number
8. Press **OK** twice
9. Enter name
Register the name by pressing the buttons on the numeric keypad
CODE NUMBERS FOR ALPHABETS AND SYMBOLS

<u>NUMERIC KEY</u>	<u>ALPHABETS</u>	<u>NUMERIC KEY</u>	<u>ALPHABETS</u>
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press ► to enter next alphabet

Press **C** to delete the entire number/name

Press **Function**, then **Space** to enter a space

Press ***** to enter a digit or press **#** to enter a symbol

10. Press **OK**
11. To continue, press **Function**, then **Data Registration**
12. Repeat steps **No. 5** to **No. 10**
13. To end, press **Stop** Ⓢ

B. CODED SPEED DIAL (*00 TO *99)


1. Press **Function**
2. Press **Data Registration**
3. Press ▼ to display “**TEL REGISTRATION**”
4. Press **OK**
5. Press ▼ to display “**CODED SPEED DIAL**”
6. Press **OK**
7. Press ▼ (if necessary) until an empty space appears
8. Press **OK** twice
9. Enter fax number
10. Press **OK** twice
11. Enter name (refer to **A.9.** on III : TO STORE FAX NUMBERS)
12. Press **OK**
13. To continue, press **Function**, then **Data Registration**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **Stop** ⏏

C. TO PROGRAM GROUP DIAL



1. Press **Function**
 2. Press **Data Registration**
 3. Press **▼** to display “**TEL REGISTRATION**”
 4. Press **OK**
 5. Press **▼** until display shows “**GROUP DIAL**”
 6. Press **OK**
 7. To register a group dialer :
Under a one-touch button, press **▼** or **▲** to select available button or
under a coded speed dial button, press Coded Dial **■**, then 2-digit No.
 8. Press **OK** twice
 9. ** To assign destinations to the group :
Press the desired one-touch buttons &/or Coded Speed Dial using
“Coded Dial **■**, then the 2-digit code” repeatedly
 10. Press **OK** twice
 11. Enter name for the above group dialer (refer to **A.9.** on III : TO
STORE FAX NUMBERS)
 12. Press **OK**
 13. To continue, press **Function**, then **Data Registration**
 14. Repeat steps **No. 7** to **No. 12**
 15. To end, press **Stop** **Ⓢ**
- ** You cannot enter fax numbers not already registered for
one-touch or coded speed dialling**

IV TO ERASE A SPEED DIAL



TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
2. Press desired one-touch key
3. Press **OK** twice
4. Press **C**
5. Press **OK**
6. Press **Stop** 

TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS : CODED SPEED DIAL)
2. Press **Coded Dial**  followed by the relevant 2-digit code
3. Press **OK** twice
4. Press **C**
5. Press **OK**
6. Press **Stop** 


TO CANCEL A GROUP DIALER

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Press the desired group dialer using one-touch key OR **Coded Dial**  & the relevant 2-digit code
3. Press **OK** twice
4. Press **C** for each of the speed diallers that are to be deleted
until display shows “TEL = ”
5. To confirm, press **OK**
6. Press **Stop** 

V SENDING TO MORE THAN ONE LOCATION

(SEQUENTIAL BROADCASTING)

USING ONE-TOUCH / CODED SPEED DIAL

1. Place documents face down on the Feeder
2. Press all the relevant one-touch / coded speed dialling numbers one right after another
3. Press **Start/Copy** 
4. Take note of “ TX / RX ” number


N.B. Please check on the ***MULTI TRANSACTION REPORT*** ** which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

** To ensure that this report is churned out after the successful broadcast, the TX Report must be set to “OUTPUT YES” status. Please refer to :

XI TRANSMISSION REPORT setting


VI TO SEND DOCUMENTS AT A LATER TIME

(DELAYED TRANSMISSION)

1. Place document face down on the feeder
2. Press **Function**
3. Press **Delayed Transmission**
4. Press **OK**
4. Enter the desired time (time set must be within 24 hours from the time on the display)
5. Press **OK**
6. Enter the Fax number
7. Press **Start/Copy** 
8. Take note of the “TX/RX” number

Machine will now scan documents into the memory.

TO CANCEL A DELAYED TRANSMISSION

1. Press **Function**
 2. Press **Delayed Transmission**
 3. Press **▼** until display shows “**DELETE FILE**”
 4. Press **OK**
 5. Press **▼** to select the “TX/RX” number of the document to delete
 6. Press **OK**
 7. Press ***** to confirm deletion
 8. Press **Stop** 
- ** If you are unsure of the transaction number (TX/RX NO.), first print the DOC. MEMORY LIST to check.

VII WHEN THE FAX DISPLAYS “RECEIVED IN MEMORY”

Display screen flashes message **“RECEIVED IN MEMORY”** repeatedly.

1. Supply paper to the paper tray if display prompts

“SUPPLY REC. PAPER”

OR

Replace the toner cartridge if display prompts

“CHANGE CARTRIDGE”

OR

Remove jammed paper from the machine, then reload paper supply in the paper tray, if display prompts

“REC. PAPER JAM”

2. Press **Stop** 

Machine will automatically start to print the received documents from the memory after the above troubleshooting has been done.

VIII RE-SENDING

IF No.VII ABOVE IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING

1. Press **Function**
2. Press **Memory Reference**
3. Press **▼** to display **“RESEND DOCUMENT”**
4. Press **OK**
5. Press **▼** if necessary to select a new **“TX/RX NO.”**
6. Press **OK** to display **“SELECT LOCATIONS”**
7. Dial the fax number **
8. Press **OK** twice

Machine will now start to send the document as specified.

If you have entered a wrong destination, press **C**, then re-enter the correct destination.

IX TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Press **Function**
2. Press **Report**
3. Press ▼ to display “**SPEED DIAL LIST**”
4. Press **OK**
5. Press ▼ to search for desired list
i.e. “**1-TOUCH LIST**”, “**CODED DIAL LIST**” or
“**GROUP DIAL LIST**”
6. Press **OK**
7. (a) If Group Dial list is selected, machine will now start to print
 (b) If 1-Touch or Coded Dial list is selected, display will show
 “**SORTED OUTPUT**”
8. Press * = YES or # = NO

The machine starts to print.

B. TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS



1. Press **Function**
2. Press **Report**
3. Press **OK**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Press **Function**
2. Press **Memory Reference**
3. Press **OK**

X MAKING COPIES


1. Place documents face down on the Feeder
2. Press **Start/Copy**  twice to begin copying
To cancel the printing, press **Stop** 

XI TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Press **Function**
2. Press **Data Registration**
3. Press **OK**
4. Press **▼** to display **“REPORT SETTINGS”**
5. Press **OK** twice
6. Press **▼** to select **“OUTPUT YES”**
7. Press **OK**

XII ERASING A DOCUMENT FROM THE MEMORY

1. Press **Function**
2. Press **Memory Reference**
3. Press **▼** to select “**DELETE DOCUMENT**”
4. Press **OK**
5. Press **▼** to display the desired TX/RX NO. **
Use **►** if you wish to view the details of the transaction
(e.g. destination fax number)
6. Press **OK**
7. Press ***** to confirm deletion
8. Press **Stop** 

** If you are unsure of the transaction number (TX/RX NO.), first print the DOC. MEMORY LIST to check.